



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
1411 JEFFERSON DAVIS HIGHWAY  
ARLINGTON, VA 22202-3231

NGB-GO

13 MAR 2003

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES, PUERTO RICO, THE U.S. VIRGIN ISLANDS, GUAM, AND THE COMMANDING GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: (All States Log Number P03-0012) Certificate of Eligibility for Air National Guard General Officer Federal Recognition Process

1. Reference: NGR(AF) 36-1, 8 Mar 93, Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States and as a Reserve of the Air Force.
2. This memorandum continues the policy of Certificates of Eligibility for the Air National Guard as established in All States Log Number P97-0020. This authority is limited to the Federal recognition process in the general officer grades. Enclosed are six pages of appropriate changes to NGR(AF) 36-1.
3. The memorandum will expire one year from the date of issue, unless sooner rescinded or superseded.
4. Point of contact is Col Kathleen T. Perry, Chief, General Officer Management Office, DSN 327-3643 or (703) 607-3643.

Encl  
as

RAYMOND F. REES  
Major General, USA  
Acting Chief, National Guard Bureau

CF:  
NGB/CF  
NGB-IG  
NGB-JA  
NGB-PL  
Each State IG  
Each State ANG Chief of Staff

**Changes to NGR(AF) 36-1 - Federal Recognition of General Officer Appointment and Promotion in the Air National Guard of the United States and as a Reserve of the Air Force**

The following changes implementing the Certificate of Eligibility should be posted to NGR(AF) 36-1, dated 8 Mar 93.

**Summary of Changes.**

Insert: "Certificate of Eligibility" 12"

**1. Terms Explained.**

Insert "h. **Certificate of Eligibility.** A certificate issued in accordance with 32 USC Section 307, to individuals found qualified for Federal recognition in a particular office prior to it becoming vacant."

Insert "i. **Date Considered Recommended for Promotion.** ANGUS officers who have been appointed to, and within general officer grades in the ANG, are considered to be recommended for promotion within the context of Title 10 14507(b) and 14508(a) as follows:

(1). For an officer not holding a Certificate of Eligibility for Federal recognition to the higher grade, on the date the ANG General Officer Federal Recognition Board adjourns.

(2). For an officer holding a Certificate of Eligibility for Federal recognition to the higher grade, on the date of

(a). Assignment to the office for which the individual was granted the Certificate of Eligibility or

(b). Promotion in the State, if the officer is already assigned to the office.

**2. Federal Recognition Policies:**

Change h. to read "The effective date of Federal recognition and promotion as Reserve of the Air Force is the date of U.S. Senate confirmation, if vacancies exist within the statutory limitations prescribed by Title 10 USC Section 12004, or if no vacancies exist at the time, on the date such vacancies occur. Candidates with a Certificate of Eligibility will not be Federally recognized until assigned to a vacant general officer UMD position, and only within the statutory limitations addressed above, unless otherwise prohibited."

## **7. Promotion Policies:**

Change f. to read "With exception of tenure positions and ANG Assistants, a member being considered for promotion to brigadier general must serve at least 6 months in a general officer position. The six month requirement does not have to be met upon subsequent promotion to major general. *This requirement is not applicable to officers seeking a Certificate of Eligibility.*"

## **8. Special Requirements for Certain Positions.**

Change para a(6) to read "Currently occupy a Wing Commander position, *except for officers seeking a Certificate of Eligibility.*"

Delete paragraph b(1) and b(2)

Change paragraph b(3), b(4) and b(5) to read b(1), b(2) and b(3) respectively.

Change paragraph b(3) to read "Currently occupy a Chief of Staff position, *except for officers seeking a Certificate of Eligibility.*"

Delete para c, c(1), c(2), c(3) and c(4)

Change d. to c. and

Insert: "(1). *Currently occupy an ANG Assistant position, except for officers seeking a Certificate of Eligibility.*"

Insert "(2). Additional qualifications are as outlined in ANGP 36-15.

Change e. to d. and change d(1) to read "Must be duly appointed to the position of State Adjutant General *and assigned to the appropriate position on the State Headquarters' Unit Manpower Document (UMD), except for officers seeking a Certificate of Eligibility.*"

Change f. to e. and:

Insert: (1). *Must be duly appointed to the position of Assistant Adjutant General and assigned to the appropriate position on the State Headquarters Unit Manpower Document (UMD), except for officers seeking a Certificate of Eligibility.*

Change: (1) to (2)

Change: (2) to (3)

Change: (3) to (4)

## **9. Processing Procedures:**

Change b(2) to read "For promotion recommendations to brigadier general, an AF Form 709, Promotion Recommendation, Completed IAW AFI 35-2402, Chapter 4, Section D, and signed by the Adjutant General or governor, as appropriate. *Except for officers seeking a Certificate of Eligibility. These individuals will require a letter of recommendation, personally signed by the governor or Adjutant General, as appropriate.*"

Change b(4) to read "State order assigning the officer to an authorized general officer position. *This requirement is not applicable to candidates for Certificate of Eligibility for Federal recognition in the general officer grade.*"

Change b(5) to read "State of promotion order. *This requirement is not applicable to candidates for Certificate of Eligibility for Federal recognition in the general officer grade.*"

Change b(10) to read "Official Photograph. *Only applicable for individuals, including candidates for Certificate of Eligibility, being considered for Federal recognition to major general. NOTE: This photograph is taken for the specific purpose of meeting a Federal recognition board. It must comply to the fullest with AFI 36-2632 and AFI 36-2903.*"

## **11. Promotion Propriety Actions:**

Change a. to read "Withdrawal: The governor or Adjutant General may withdraw a nomination for promotion at any time prior to the convening of the Federal Recognition Board. The request to withdraw a promotion nomination should be sent to *Chief, National Guard Bureau (ATTN: NGB-GO/AF)* in sufficient time prior to the Federal Recognition Board to allow for proper disposition."

Change d. to read "A person determined as not qualified by a Federal Recognition Board for Federal recognition of a promotion under the provisions of this regulation may not be reconsidered for Federal recognition in that grade or position for a period of 9 months. If considered for promotion the second time and again determined as not qualified, he/she must be reassigned to a position compatible with their grade, and will not be considered again for promotion to the higher grade. This reassignment provision does not apply to

Adjutants General and Assistant Adjutants General, who may continue to serve in the lower Federally recognized grade, if authorized by State code."

Insert paragraph "12. Certificate of Eligibility."

Insert "a. The purpose of the Certificate of Eligibility is to assist in the state's Force Management Plan by pre-qualifying officers for a general officer position and subsequent Federal recognition, thus reducing the time it takes to promote individuals to the general officer grade upon assignment."

Insert "b. A candidate for a Certificate of Eligibility for Federal recognition in a general officer grade must meet all the requirements for consideration for the office sought, as prescribed in paragraphs 5, 6, 7 and 8 of this regulation, except for holding a State appointment in the new grade and assignment to a general officer position."

Insert "c. Upon announcement by the Chief, National Guard Bureau that an ANG General Officer Federal Recognition Board will be convened by the Secretary of the Air Force, the State will submit all required documentation referenced in the announcement and paragraph 9 of this regulation for all candidates for a Certificate of Eligibility. Also, to be included is a letter specifying the projected assignment of the candidate for a Certificate of Eligibility, identifying the current incumbent, and providing the date and reason the current incumbent will vacate the position."

Insert "d. A Certificate of Eligibility is valid only for the office that the individual was found qualified by the FRB."

Insert "e. A certificate of Eligibility is effective for two years from the date of Senate confirmation, unless otherwise prohibited. The officer must remain otherwise qualified. The Certificate of Eligibility becomes invalid when the officer

(1). is assigned to a Federally recognized general officer UMD position of a higher grade, or

(2). is no longer physically qualified, or

(3). is removed in accordance with paragraph 11c of this regulation, or

(4). reaches mandatory separation date and has not been assigned to a federally recognized general officer UMD position of a higher grade. An extension of a mandatory separation date in accordance with 10 USC

14508, or an extension to qualify for a civil service retirement annuity will not invalidate an existing Certificate of Eligibility."

Insert "f. The message signed by the Chief, National Guard Bureau, announcing Senate confirmation will serve as the Certificate of Eligibility."

Insert "g. Upon State assignment to the general officer position of an officer holding a Certificate of Eligibility, the State will immediately provide NGB-GO/AF the following documentation:

- (1). State order assigning the officer to an authorized vacant general officer position.
- (2). State promotion order.
- (3). New Investigative Statement.
- (4). New Weight/Body Fat Measurement Statement.
- (5). Copies of any OPRs that have been rendered since meeting the Federal Recognition Board.
- (6). If more than 6 months have elapsed since the promotion physical that is required in paragraph 9b(7) was completed, then a completed SF 93, Report of Medical History, must be submitted with the order assigning the individual to the general officer position. It must include the following statement in block 25:

Examinee denies, and review of medical records fail to reveal, any other significant medical or surgical history since last physical examination dated \_\_\_\_\_ (date) \_\_\_\_\_."

Insert "h. Upon receipt of the candidate's assignment order to the general officer position, NGB-GO/AF will, in coordination with AFGOMO, initiate a complete files check."

Insert "i. If an officer holding a Certificate of Eligibility is the subject of an open allegation involving adverse information, Federal recognition will be withheld and Reserve of the Air Force promotion will be delayed, in accordance with paragraph 11(b) until the allegation is resolved."

Insert "j. If an officer holding a Certificate of Eligibility is the subject of a substantiated finding involving adverse information that was not the subject of a Senior Officer Unfavorable Information File (SOUIF) and/or disclosure at the time the officer was selected, nominated and confirmed, the Chief, NGB, in

*coordination with the officer's Adjutant General, will:*

✓ (1). *Initiate promotion list removal action in accordance with paragraph 11(c), or*

✓ (2). *Recommend to the Secretary of the Air Force that the officer be Federally recognized and granted Reserve of the Air Force promotion. Such recommendation will be accomplished by a full disclosure of the adverse information."*